



## Unemployment Compensation Associate 3 - Leadworker, Monetary and Payment Adjustment Unit - PROMOTION

Unemployment Insurance Division

**Job Announcement Code: 14-03785**

[Printable Job Announcement](#)

This promotional job opportunity is open **ONLY** to current classified state employees from within this agency.

Individuals eligible to apply include:

- Permanent classified state employees currently employed by this agency (including employees on probation)
- Seasonal state employees employed by this agency
- Employees of this agency who are on a leave of absence
- Employees of this agency who are in layoff status

### Deadline

September 1, 2014

### Salary Information

This position is in pay schedule 02, range 14. Minimum starting salary is \$19.491 per hour. Pay upon appointment for current state employees may vary according to the applicable pay transaction provisions of the compensation plan. A 6-month promotional probationary period is required.

### Introduction

This position serves as the leadworker for the Monetary and Payment Adjustment Unit in Non-Automated Claims. It is located at 201 East Washington Ave. in downtown Madison.

### Job Duties

Coordinate workflow and assign production tasks according to section priorities and objectives. Monitor output for conformity to state and federal UI law, policy, standards and objectives. Train new staff and update existing staff on new procedure and policies. Analyze, compute and implement UI claim modifications of the most complex nature as a result of recomputation, appeal tribunal decisions, LIRC and Judicial orders, etc. Determine adjustments to claimant's benefit entitlement and employer account charging. Commute clarification of internal technical procedures to agency staff, including the call centers, tax and accounting, legal affairs, and benefits staff.

A complete [position description](#) has been provided for your review.

### Required Knowledge, Skills and Abilities

- Knowledge of state (Chapter 108) and federal (FUTA, CFR) Unemployment Insurance Law, department UI policy and procedure and the benefit processing system.
- Knowledge of amends/overpayment process and disputed claims coding and entry related to the system.
- Knowledge of the benefit processing system.
- Organizational skills.
- Ability to meet schedules and deadlines.
- Ability to work effectively with people.
- Ability to lead and train staff and delegate and assign priorities.
- Mathematical skills.
- Ability to work with detail.
- Analytical skills.
- Oral communication skills.
- Written communication skills.

### Background Check

Due to the nature of this position, a criminal background check and other background checks will be conducted prior to making an offer of employment.

### How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position. **This job is an agency promotional opportunity and is open only to employees of the Department of Workforce Development.**

**Your responses to the exam will be used to determine your eligibility for this vacancy. Resumes may not be substituted for answering these questions.**

Completed application/examination materials must be finalized on-line by 11:59 p.m. on the application deadline date. The application materials you submit will be evaluated and scored by a panel of job experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process.

Questions regarding the examination can be directed to Christine Goslawski at 608.266.8332 or [CMGJobs@dwd.wisconsin.gov](mailto:CMGJobs@dwd.wisconsin.gov).